

In this Issue . . .

ETF WRS Presentation
Cell Phone Safety
Open Enrollment Dates
Vacation Carryover
Term/Sabbatical
PTAWeb Holiday Deadlines
Daylight Saving Time
2008 PTAWeb Deadlines
Park 'N Ride
Emergency Contact Form
Work Hours Limits
SECC
PTAWeb Notes

Mission Statement

To support the Department of Military Affairs with quality, timely and effective services based on principles of honesty, integrity and the highest ethical standards.

Visit the WING-SHR website at www.dma.wi.gov, Department Operations, State Human Resources. This site is a great resource of information and service to the general public and our internal customers -- employees and supervisors.

Additional sources of valuable information are the OSER website (Office of State Employment Relations) at www.oser.wi.gov as well as ETF (Employee Trust Funds) at www.etf.wi.gov.

The SHR Quarterly



ETF ANNOUNCES FALL 2007 PUBLIC PRESENTATION

To Help You Better Understand

The Wisconsin Retirement System (WRS) & Related Benefits

See the schedule on the ETF website at

http://etf.wi.gov/news/presentation_schedule.htm

Presentations are from 7PM to 9PM (unless otherwise noted)

No reservations needed except for Madison program on November 8, 2007

You can watch this presentation and others on-line at the ETF website.

Cellular Phone Safety Guidelines

Telephones play a big part in our lives today. We use them to share ideas, do business and exchange information. Today, with millions of cellular phones in use, making a call from your car is easy and convenient.

When you are behind the wheel of your vehicle, your focus should be in defensive driving, not making phone calls. Using your cellular phone safely and efficiently means rethinking how often and how necessary it is to place the call. Here are a few safety tips for cellular phone use:

- 1) When placing a call, assess traffic conditions. When appropriate pull off the road into a safe area like a rest stop, exit etc. and stop the vehicle before dialing. Please note that pulling off on the shoulder of the road especially on the states freeways is prohibited unless an emergency exists;
- 2) Use your speed dialing function;
- 3) Use a hands free speakerphone;
- 4) Never take notes while driving;
- 5) Let your voice mail pick up your calls when it is unsafe to answer the cellular phone;
- 6) Keep your cellular phone within easy reach at all times;
- 7) When answering the phone, be cognizant of your surroundings and your ability to safely operate the vehicle;
- 8) If you are in a crash, or witness a crash immediately place a toll-free 911 emergency call to ensure help arrives promptly. Maintain awareness of your surroundings while driving so that you are able to give authorities an accurate description of your location. Wait at the crash scene for police to arrive;
- 9) Keep your mind on your driving at all times.



The best way to double your money . . .
is to fold it in half and put it in your pocket.

The **Dual Choice** and DentalBlue open enrollment period is October 8-26. The ERA and Spectera open enrollment period is October 8 - November 16. Information will be mailed to eligible state employees as soon as it becomes available.

Your SHR Staff

Lynn Boodry, Human Resources Director - 608-242-3163
Tom Sandine, Human Resources Specialist - 608-242-3164
Stacie Meyer, Human Resources Specialist - 608-242-3166
Julie White, Risk Management and Safety - 608-242-3157
Katie Esser, Payroll & Benefits - 608-242-3165
Cathy Johnson, Payroll & Benefits - 608-242-3167
Sarah Mautz, Human Resources Assistant - 608-242-3153
All phone numbers above can also be contacted by using DSN number 724 before the last four digits.

Vacation Carryover

As the end of the calendar year quickly approaches, please plan your leave time accordingly. Personal Holiday and Saturday/Legal Holiday cannot be carried over into the new calendar year except under certain circumstances; prior approval is required from this office. This includes employees on probation. Under most circumstances employees may carry over 40 hours of annual leave into the new calendar year but it must be used by June 30th or will be forfeited. Exception to policy may be requested by supervisors of affected employees. Review will be conducted in accordance with Wisconsin Administrative rules or applicable collective bargaining unit agreement.

PTAWeb Deadline Changes Due to Holidays

We will keep you informed via separate e-mail as we receive information from Central Payroll regarding PTAWeb deadline changes during the holidays.

Daylight Saving Time ends November 4th this year, one week later than last year. More info on that at a later date.

A listing of **2008 PTAWeb deadlines** will be included with your November 21st paycheck.

Emergency Contact Form

A year has passed since the DMA Employee Emergency Contact form was sent to all state employees. Please take a minute to update your form and resubmit if there have been any changes since last year. Changes should be submitted by September 29th to Julie White. To link directly to the form use:

<http://dma.wi.gov/devops/docview.asp?docid=4018>

Work Hours

Employees are reminded to keep work times between the hours of 6:00 a.m. - 6:00 p.m. (unless job requirements dictate otherwise) to avoid incurring shift differential.

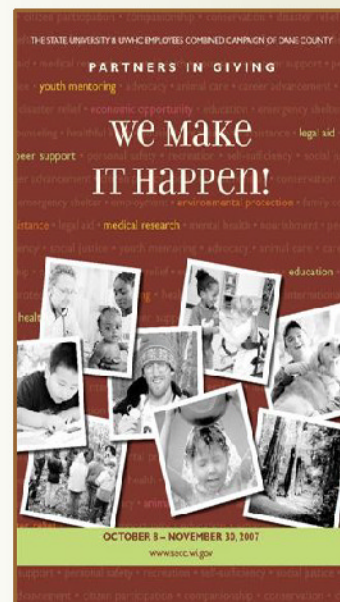
Night differential is earned for hours worked from 6:00 p.m. - 6:00 a.m. on any day of the week. Weekend differential is earned for hours worked from midnight Friday night to midnight Sunday night. If an employee is set in PTAWeb to earn comp time they will receive the differentials in cash during the pay period it was earned.

Termination/Sabbatical Leave Options

Look for information with your October 8th paycheck for Term/Sabbatical options for 2007. You will have until the first week of December to make your choice. Many factors go into determining if an employee is eligible to convert vacation to Term/Sabbatical (bargaining unit, years of service, sick leave accumulation, etc.) The information you receive October 8th will indicate the amount of vacation you are eligible to convert (if any) to Term/Sabbatical and/or cash payout.

Park and Ride

With the costs of driving on the rise, park and ride lots are becoming popular options for commuters. WisDOT oversees nearly 100 park and ride lots throughout the state allowing travelers to link up with car and van pools or public transit. State and local officials recently dedicated a new park and ride facility near West Bend. Locations of Wisconsin park and ride lots can be found at <http://www.dot.wisconsin.gov/travel/parkride/index.htm>



State Employees Combined Campaign

Oct 8 - Nov 30

Julie White,
DMA Chairperson

More info to follow

www.secc.wi.gov

PTAWeb Notes . . . For those employees who have holiday time automatically filled in for them on PTAWeb, you can delete those hours if the holiday does not fall on your regularly scheduled work day. From the Employee Menu, click on the Enter/Edit Work Times screen, scroll down to the Leave Times and click on the words "Legal Holiday". On the next screen you can change the number of hours of Sat/Legal used for the pay period. Hours deleted will be put in the employee's Sat/Legal account to be used as vacation. However, Saturday/Legal does NOT carry over into the next calendar year.